

Title/Subject: **RELEASE TIME FOR EMPLOYEE VOLUNTEER ACTIVITIES**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: June 6, 2008

Contact for More Information: Human Resources

Board Policy Administrative Policy Procedure Guideline

BACKGROUND:

Central Michigan University has a long and rich tradition of employee and student volunteer service at the community level. This “grass roots” participation in, and support of, community non-profit organizations, service clubs, local government, and community schools helps enrich and improve the quality of life for all concerned.

PURPOSE:

Central Michigan University encourages employees to engage with local communities and community organizations through volunteer activities.

DEFINITIONS:

For purposes of this policy, “volunteer activity” means any sustained and regular action undertaken without compensation or promise of material benefit in support of local or community non-profit organizations or agencies. Political advocacy, directly or indirectly, including campaigns for public office for one’s self or in support of the campaign of another, is specifically excluded from this policy.

POLICY:

While the University does not mandate employee volunteerism, as a function of supporting community service and employee engagement departments may authorize up to four hours’ release time per calendar year for those staff engaged in volunteer activities with a local community non-profit organization where such volunteer activity cannot be performed outside scheduled work hours.

PROCEDURE:

Upon the request of an eligible employee, a supervisor may grant release time to engage in volunteer activity that cannot be performed outside scheduled work hours, provided the granting of such request does not interfere with the work of the department or unit to which the employee is assigned.

A. Non-Exempt Hourly Employees

If granted, volunteer release time for non-exempt hourly employees will be reported as “paid absence” and cannot exceed four hours during a calendar year. Release time for volunteer activities does not count towards the calculation of overtime and may not result in the payment of overtime or the accumulation of comp time.

Title/Subject: **RELEASE TIME FOR EMPLOYEE VOLUNTEER ACTIVITIES**

B. Exempt Salaried Employees

If granted, release time for exempt salaried employees to engage in community-based volunteer activity that cannot be performed outside normal business hours should be reported as “paid absence” on the time sheet if the absence is for a period of up to 4 hours.

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.